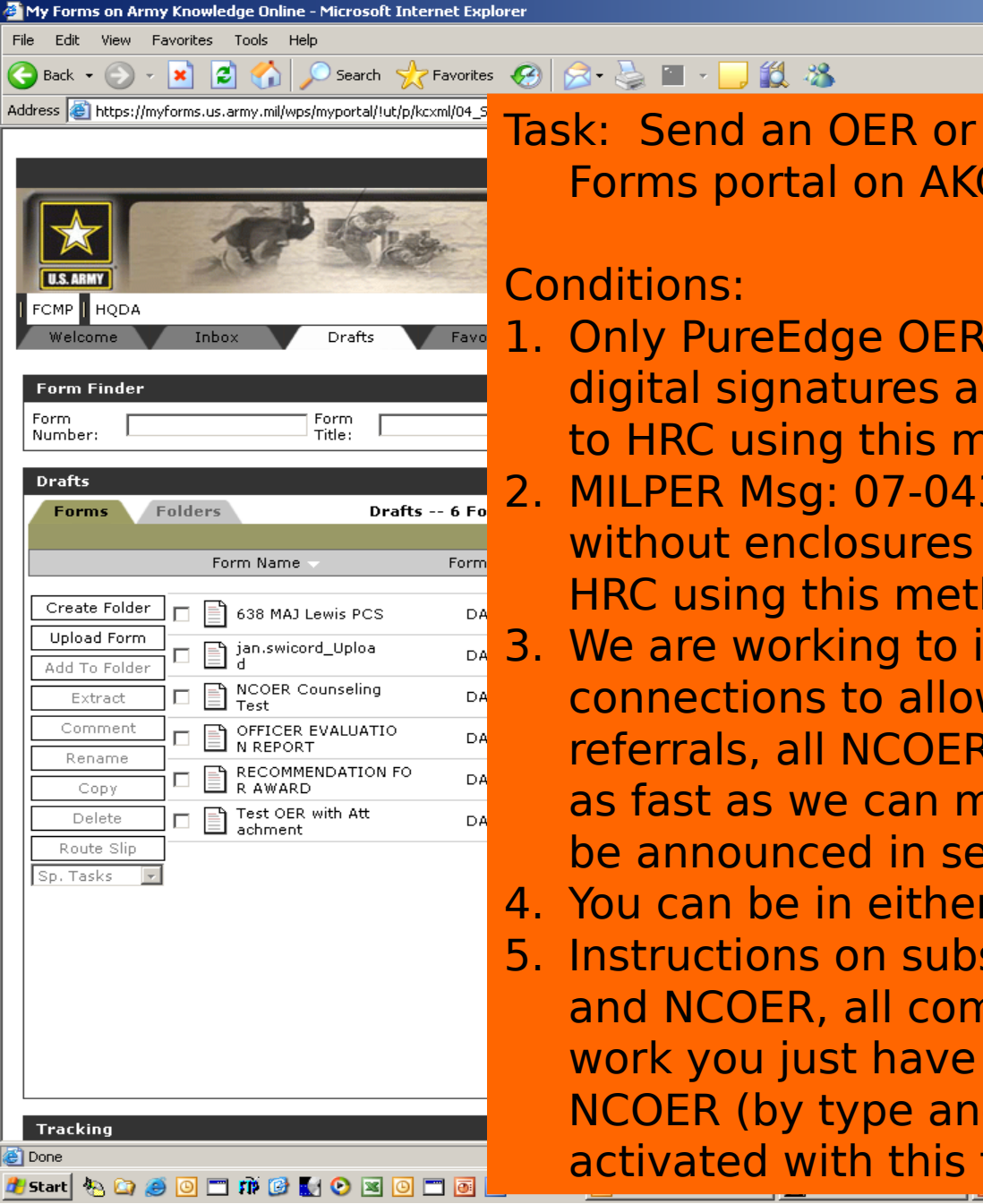
Specific Training

Section E:
Send to HQDA (OER & NCOER) Special Tasks

- FOUO -

: ESO, tapcmse@conus.army.mil, (703) 325-9660 (DSN: 221) https:https://www.hrc.army.mil/site/active/TAGD/MSD/msdweb.htm



Task: Send an OER or NCOER to HQDA using My Forms portal on AKO.

Conditions:

1. Only PureEdge OER & NCOER (.xfdl), with digital signatures applied by CAC, can be sent to HRC using this method.
2. MILPER Msg: 07-043: Only Regular Army OER without enclosures or referrals can be sent to HRC using this method (as of 1 Mar 07).
3. We are working to implement the technical connections to allow reports with enclosure, referrals, all NCOER, and USAR and ARNG OERs as fast as we can make it happen. These will be announced in separate MILPER messages.
4. You can be in either Drafts or Inbox.
5. Instructions on subsequent slides apply to OER and NCOER, all components. To make them work you just have to wait for the other OER & NCOER (by type and component) to be activated with this function.

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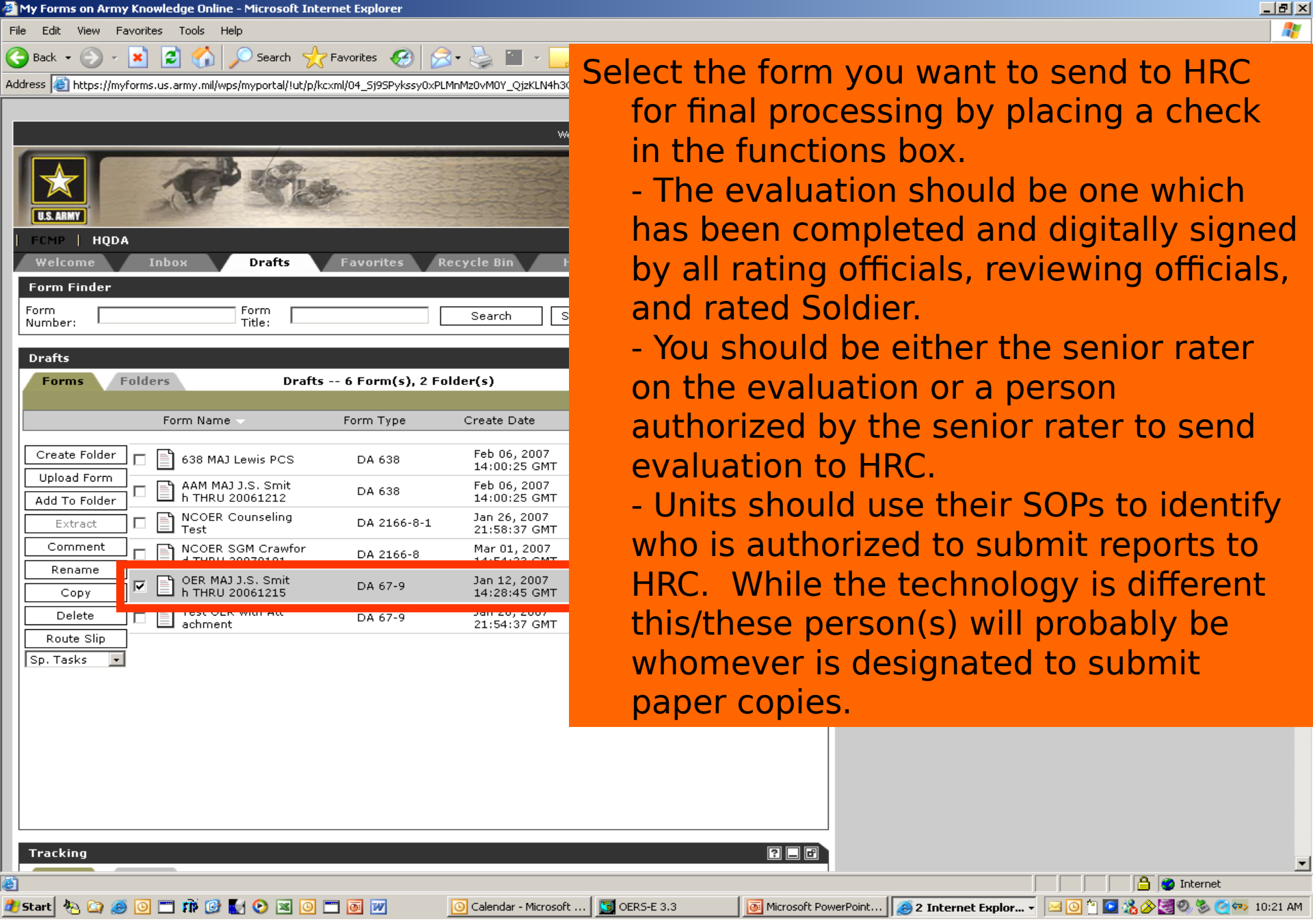

Select the form you want to send to HRC for final processing by placing a check in the functions box.

- The evaluation should be one which has been completed and digitally signed by all rating officials, reviewing officials, and rated Soldier.
- You should be either the senior rater on the evaluation or a person authorized by the senior rater to send evaluation to HRC.
- Units should use their SOPs to identify who is authorized to submit reports to HRC. While the technology is different this/these person(s) will probably be whomever is designated to submit paper copies.

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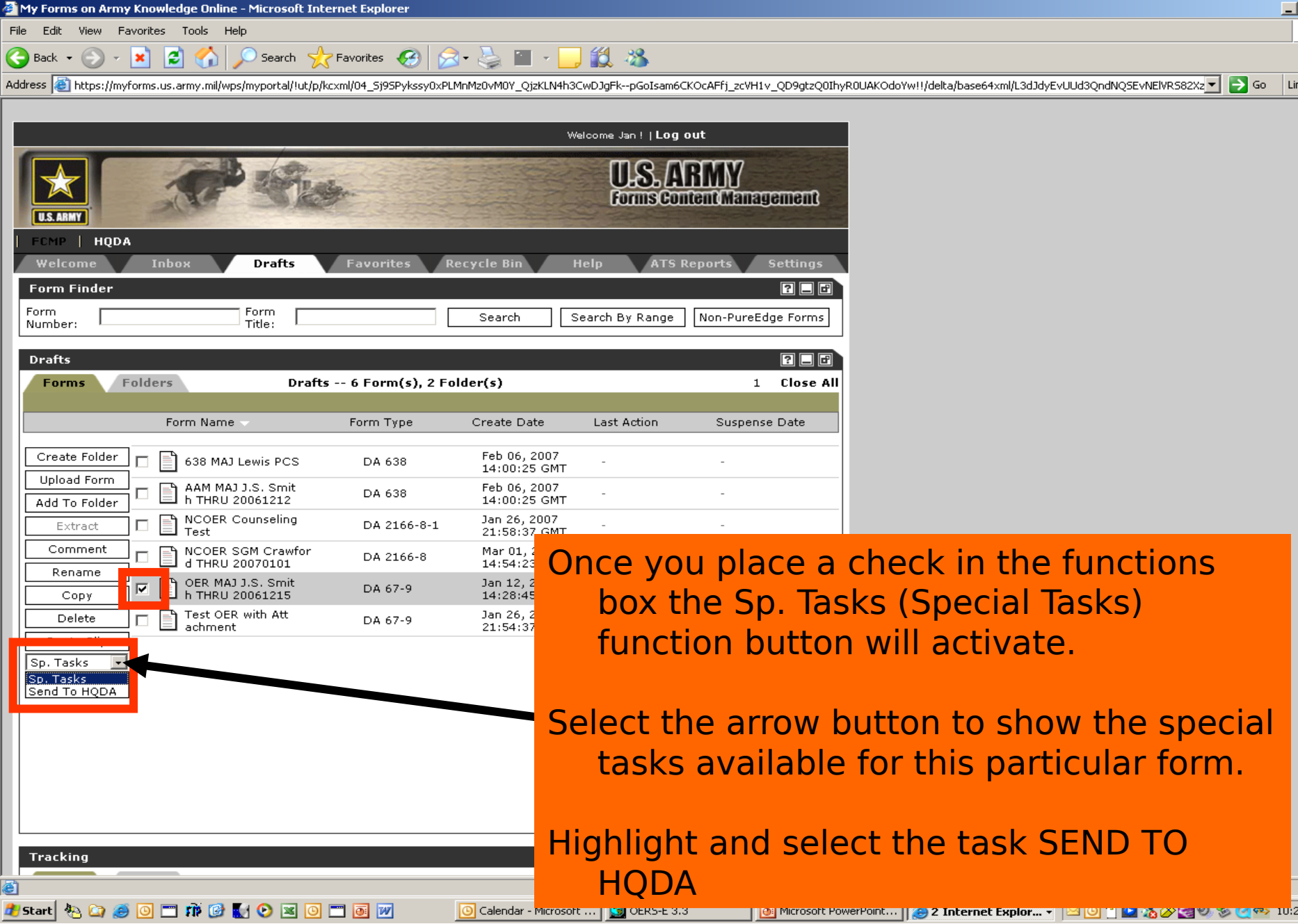

Once you place a check in the functions box the Sp. Tasks (Special Tasks) function button will activate.

Select the arrow button to show the special tasks available for this particular form.

Highlight and select the task SEND TO HQDA

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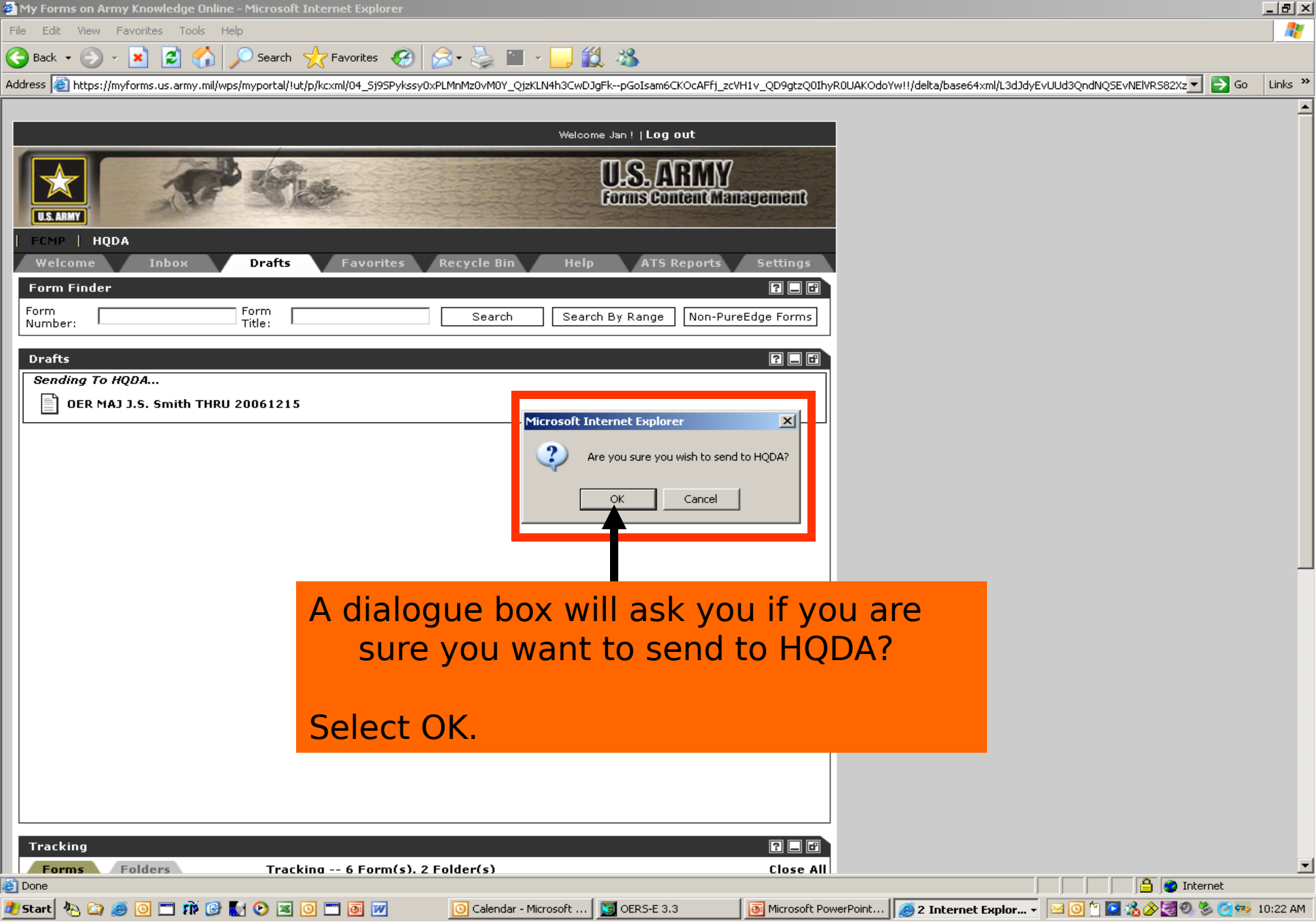

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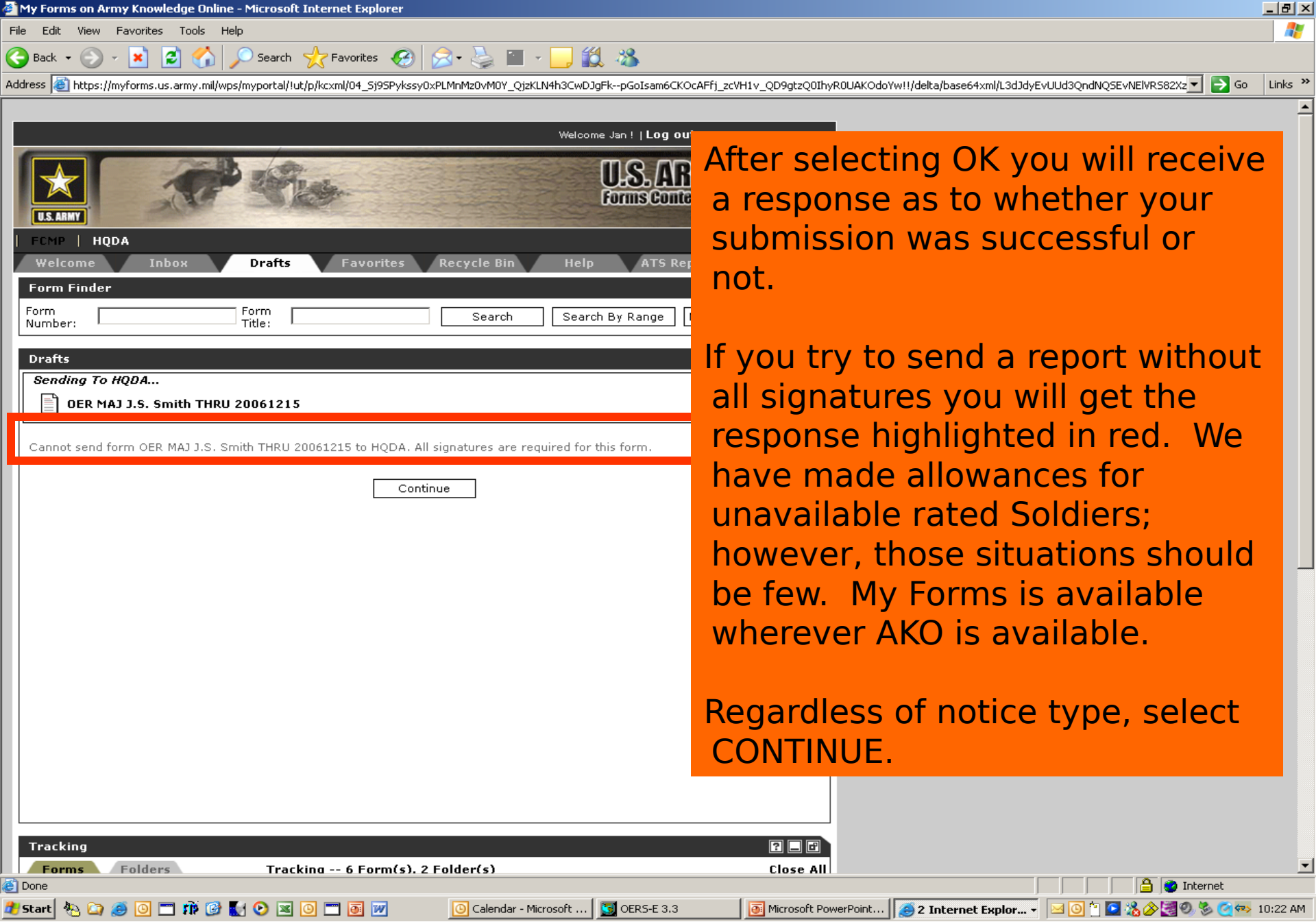

After selecting OK you will receive a response as to whether your submission was successful or not.

If you try to send a report without all signatures you will get the response highlighted in red. We have made allowances for unavailable rated Soldiers; however, those situations should be few. My Forms is available wherever AKO is available.

Regardless of notice type, select CONTINUE.

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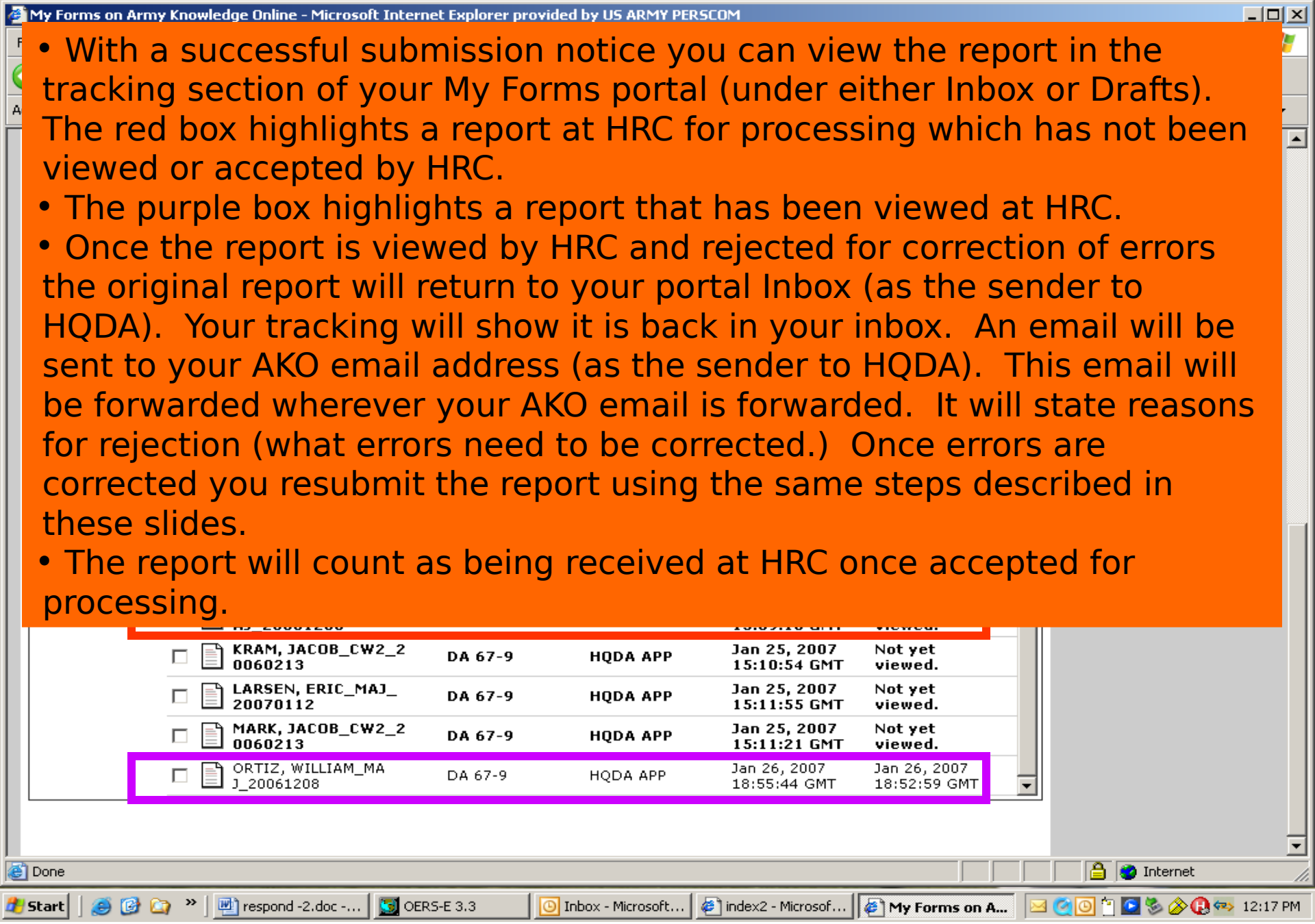
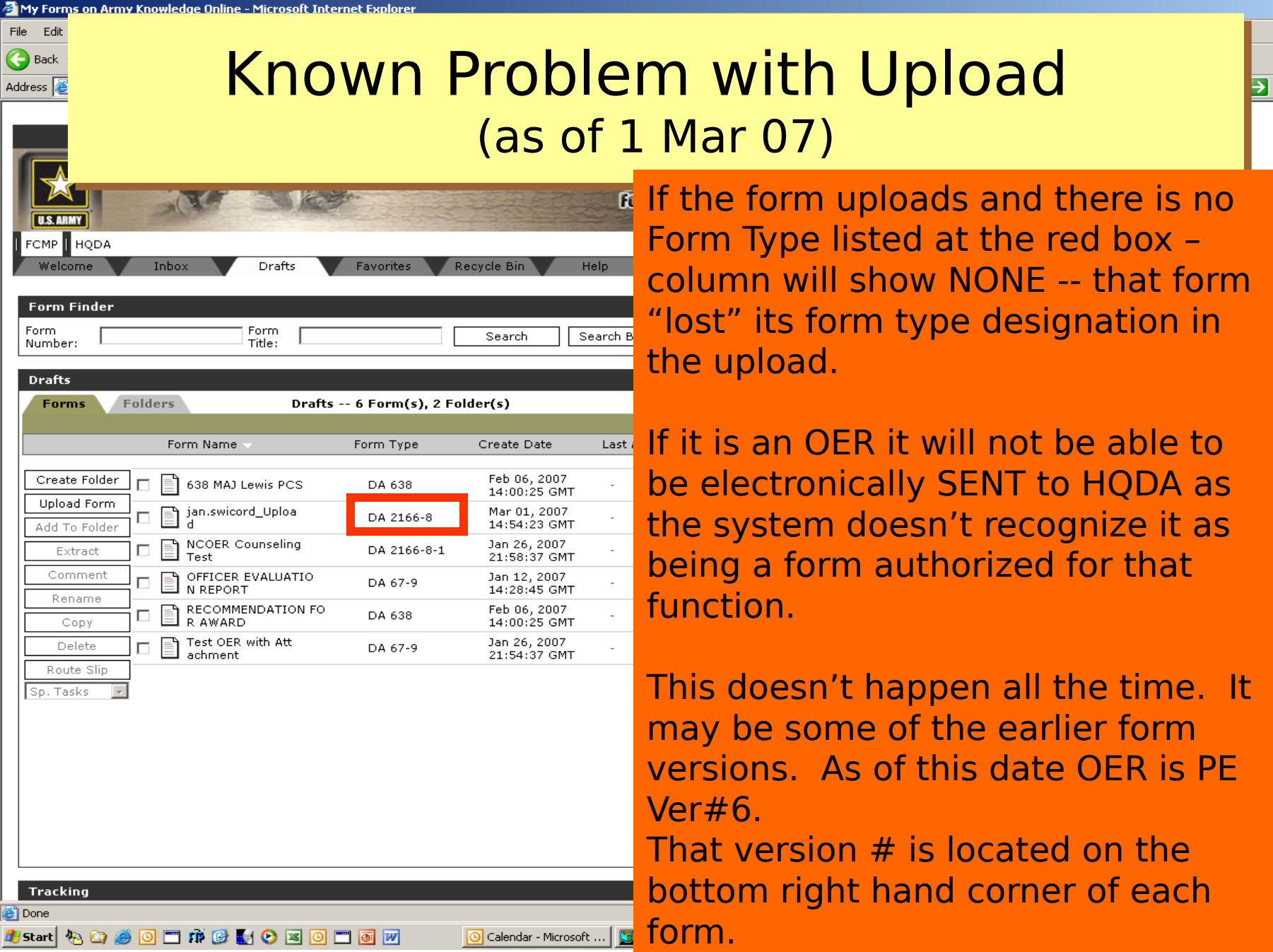

My Forms on Army Knowledge Online - Microsoft Internet Explorer provided by US ARMY PERSCOM
KRAM, JACOB_CW2_2 0060213 DA 67-9 HQDA APP Jan 25, 2007 15:10:54 GMT Not yet viewed.
LARSEN, ERIC_MAJ_ 20070112 DA 67-9 HQDA APP Jan 25, 2007 15:11:55 GMT Not yet viewed.
MARK, JACOB_CW2_2 0060213 DA 67-9 HQDA APP Jan 25, 2007 15:11:21 GMT Not yet viewed.
ORTIZ, WILLIAM_MA J_20061208 DA 67-9 HQDA APP Jan 26, 2007 18:55:44 GMT Jan 26, 2007 18:52:59 GMT
Done
Internet
Start
respond -2.doc -...
OERS-E 3.3
Inbox - Microsoft...
index2 - Microsof...
My Forms on A...
12:17 PM

- With a successful submission notice you can view the report in the tracking section of your My Forms portal (under either Inbox or Drafts). The red box highlights a report at HRC for processing which has not been viewed or accepted by HRC.
- The purple box highlights a report that has been viewed at HRC.
- Once the report is viewed by HRC and rejected for correction of errors the original report will return to your portal Inbox (as the sender to HQDA). Your tracking will show it is back in your inbox. An email will be sent to your AKO email address (as the sender to HQDA). This email will be forwarded wherever your AKO email is forwarded. It will state reasons for rejection (what errors need to be corrected.) Once errors are corrected you resubmit the report using the same steps described in these slides.
- The report will count as being received at HRC once accepted for processing.

Known Problem with Upload
(as of 1 Mar 07)



If the form uploads and there is no Form Type listed at the red box – column will show NONE -- that form "lost" its form type designation in the upload.

If it is an OER it will not be able to be electronically SENT to HQDA as the system doesn't recognize it as being a form authorized for that function.

This doesn't happen all the time. It may be some of the earlier form versions. As of this date OER is PE Ver#6.
That version # is located on the bottom right hand corner of each form.

If you cannot print and mail to HRC

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